

ROUTING AND TRANSMITTAL SLIP		Date
		22 Apr 87
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. MS/DA	<i>[Signature]</i>	23 APR 1987
2. EXA/DDA	<i>[Signature]</i>	23 APR 1987
3. ADDA	<i>[Signature]</i>	24 APR 1987
4. DDA	<i>[Signature]</i>	24 APR 1987
5. DDA/Registry		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

TRANSMITTAL SLIP		DATE	16 Apr 87
TO: DDA			
ROOM NO. 7D24	BUILDING Hqs.		
REMARKS:			
FROM: D/IG/Audit Staff			
ROOM NO. 1201	BUILDING Key	EXTENSION	

87-0828X

~~SECRET~~

16 April 1987

MEMORANDUM FOR: Director of Communications

VIA: Inspector General

25X1

FROM:

Deputy Inspector General for Audit

SUBJECT: Report of Audit on Office of Communications
1 March 1985-31 December 1986

1. Subject report is attached for your information.
Please advise me of the action taken on the recommendation.

2. We wish to express our appreciation for the
cooperation and assistance provided the auditors.

25X1

Attachment:
As stated

100 - 177

CONFIDENTIAL When Separated From Attachment

25X1
25X1

~~SECRET~~

S E C R E T

SUBJECT: Report of Audit of Office of Communications
1 March 1985 - 31 December 1986

25X1 C/ASTAD/AS (16Apr87)

Distribution:

Orig. - Addressee
① - DDA
1 - D/OF
1 - O/Compt/BMG
1 - D/OL

S E C R E T

REPORT OF AUDIT
Office of Communications

For the Period
1 March 1985 - 31 December 1986

SUMMARY

1. Internal controls and procedures were generally effective and in compliance with applicable regulations during the audit period. The administration of accountable property, identified as a problem in several previous reports, was much improved. This report contains a recommendation concerning the staffing of the Financial Services Branch. Other administrative problems were discussed with responsible officials and resolved during the audit.

SCOPE

2. The audit included a review of administrative functions to evaluate the effectiveness of internal controls and procedures and to ensure compliance with Agency regulations. Financial and logistical transactions were reviewed to determine whether documentation, including approvals and certifications, was in accordance with applicable regulations; to ensure that obligations and expenditures were within the scope of approved activities; and to verify the accuracy of financial and logistical accounts. The regional field installations are audited and reported upon separately. The administrative equipment account [redacted] is reviewed as part of the audit of that facility.

GENERAL

3. The Office of Communications (OC) is responsible for providing secure, efficient, and reliable systems and services to support Agency electronic communications requirements overseas. OC provides advice on technical and operational matters pertaining to electronic communications and communications security.

All Portions Classified SECRET

S E C R E T

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